

## **ORDINANCE 2016-66**

TO ESTABLISH THE TIME AND PLACE FOR REGULAR CITY COUNCIL MEETINGS; THE PROCEDURE FOR CALLING SPECIAL MEETINGS; ESTABLIS A QUORUM; ESTABLISH CONDUCT AND PROCEDURES FOR COUNCIL MEETINGS OF THE CITY OF VALLEY GRANDE, ALABAMA; REPEALING ORDINANCE 2003-05.

**BE IT ORDAINED** by the City Council of the City of Valley Grande, Alabama in session duly assembled and by authority thereof as follows:

Section 1. That the rules or order of procedure herein contained shall govern deliberations and meetings of the City Council of Valley Grande, Alabama.

Section 2. Regular meetings of the council shall be held on the following dates: the first and third Monday of each month at six o'clock (6:00) PM in the council chambers at Valley Grande City Hall.

Section 3. Special meetings may be held at the call of the presiding officer by serving notice on each member of the council not less than 24 hours before the time set for such special meeting; or special meetings may be held as provided by Section 11-43-50, Code of Alabama, 1975, whenever two council members or the mayor making the request shall have the right to call such meeting. Notice of all special meetings shall be posted on a bulletin board accessible to the public at least 24 hours prior to such meeting. Only those items of business for which the special meeting is convened shall be voted on at said special meeting. All written notice shall state the specific purpose or purposes for such special meetings.

Section 4. All meetings of the City Council shall be open and public, except when the Council meets in executive session as authorized by state law.

Section 5. The Council may meet in executive session only for those purposes authorized by state law. When a Council member makes a motion to go into executive session for an enumerated purpose, the presiding officer shall put the motion to a vote. If the majority of the Council shall vote in favor of the motion, the body shall then move in executive session to discuss the matter for which the executive session was called. No action may be taken in an executive session. When the discussion has been completed the Council shall resume its deliberations in public.

Section 6. A quorum shall be determined as provided by Section 143-48, Code of Alabama.

Section 7. The order of business shall be as follows:

1. A call to order
2. Invocation
3. Roll Call
4. Reading and approval of the minutes of the previous meeting
5. Reports of standing committees
6. Reports of special committees
7. Report of officers
8. Reading of petitions, applications, complaints, appeals, communications, etc.
9. Auditing accounts
10. Resolutions, ordinances and orders of old business

11. Resolutions, ordinances and orders of new business
12. Public Comments
13. Motion for adjournment

Section 8. No member shall speak more than twice on the same subject without permission of the presiding officer.

Section 9. No person, not a member of the council shall be allowed to address the same while in session without permission of the presiding officer.

Section 10. Every officer, whose duty it is to report at the regular meetings of the council, who shall be in default thereof, may be fined at the discretion of the council.

Section 11. Motions shall be reduced to writing when required by the presiding officer of the council or any member of the council. All resolutions and ordinances and any amendments thereto shall be in writing at the time of introduction.

Section 12. Motions to reconsider must be by a member who voted with a majority and at the same or next succeeding meeting of the council.

Section 13. Whenever it shall be required by one or more members, the “yeas” and “nays” shall be recorded and any member may call for a division on any question.

Section 14. All questions of order shall be decided by the presiding officer of the council with the right of appeal to the council by any member.

Section 15. The presiding officer of the council may, at his or her discretion call any member to take the chair, to allow him or her to address the council, make a motion, or discuss any other matter at issue.

Section 16. Motions to lay any matter on the table shall be first in order, and on all questions, the last amendment, the most distant day, and the largest sum shall be put first.

Section 17. A motion for adjournment shall always be in order.

Section 18. The rules of the council may be amended in the same manner as any other ordinance of general and permanent operations.

Section 19. The rules of the council may be temporarily suspended by a vote of two-thirds of the members present.

Section 20. The chairman of each respective committee, or the council members acting for him or her, shall submit or make all reports to the council when so requested by the presiding officer or any member of the council.

Section 21. All ordinances, resolutions or propositions submitted to the council which require the expenditure of money shall lie over until the next meeting; provided, that such ordinance, resolutions or propositions may be considered earlier by unanimous consent of the council; and provided further, that this rule shall not apply to the current expenses of or contracts previously made with, or regular salaries of officers, or wages of employees of the city.

Section 22. The clerk, engineer, attorney and chief of police, and such other officers or employees of the City of Valley Grande, Alabama shall, when requested, attend all meeting of the council and shall remain in the council room for such length of time as the council may direct.

Section 23. No ordinance or resolution of a permanent nature shall be adopted at the meeting at which it is introduced unless unanimous consent be obtained for the immediate consideration of such ordinance or resolution, such consent shall be roll call and the voter thereon spread on the minutes.

Section 24. The latest edition of "*Robert's Rules of Order*" is hereby adopted as the rule of procedure for this council in those situations, which cannot be resolved by the rules set out in this ordinance.

Section 25. This ordinance shall go into effect upon the passage and publication as required by law.

ADOPTED AND APPTOVED THIS THE 7TH DAY OF NOVEMBER, 2016.

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Matt Dobbs, Mayor

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Tim White

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Ronald Sawyer

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Lamar Morgan

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Tammy Troha

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Jimmy Johnson

ATTEST:

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Janet Frasier, City Clerk

CITY OF VALLEY GRANDE

STATE OF ALABAMA  
COUNTY OF DALLAS

I, Janet Frasier, hereby certify that I am the Clerk of the City of Valley Grande, that I have in my possession the books and records of such municipality, including the Minutes Book in which are recorded minutes of the meeting of the Council thereof, and that the forgoing is a true and correct copy of **Ordinance 2016-66** of such Council which was duly and legally adopted by it on the **7<sup>th</sup> day of November, 2016** and approved by the Mayor thereof on the **7<sup>th</sup> day of November, 2016** and was published by posting copies in (3) public places within the limits of such municipality on the **8<sup>th</sup> day of November, 2016** one of which places was the Mayor's office therein.

IN WITNESS WHEREOF; I hereby affix my signature as Clerk of such municipality, and the seal thereof, on this the **8<sup>th</sup> day of November, 2016**.

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Janet Frasier, City Clerk - Treasurer